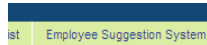


Idea Manager/Employee Suggestion System

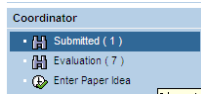
Evaluator Guide

Evaluate Submitted Ideas

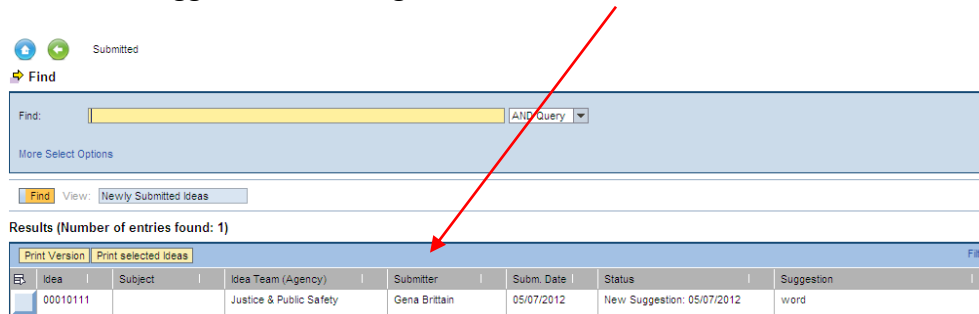
1. Log onto Employee Self Service (ESS).
2. Choose the 'Employee Suggestion System' tab.



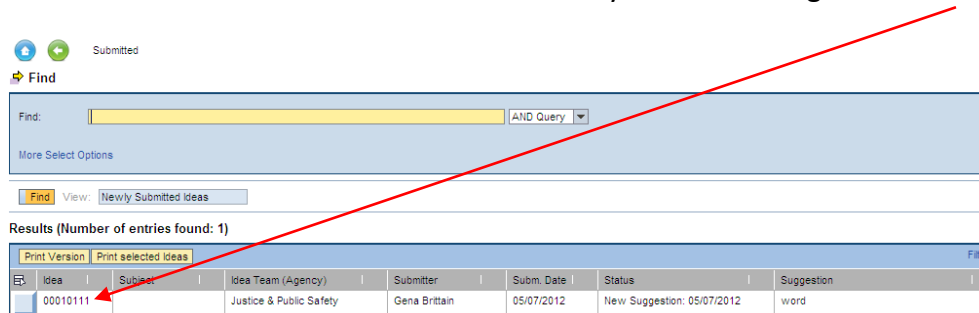
3. Choose 'Evaluations'.



4. All Suggestions needing a review will be shown here.

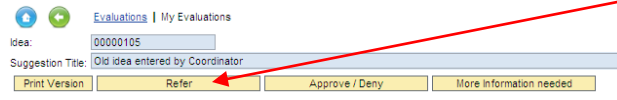


5. Choose idea from the search window by double clicking the 'Idea #'.



Refer to another Evaluator

1. Once you've opened an Idea, Choose the 'Refer' button.



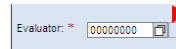
Evaluations | My Evaluations

Idea: 00000105

Suggestion Title: Old idea entered by Coordinator

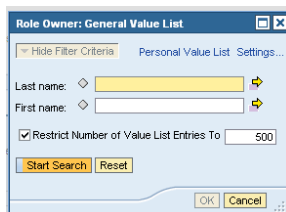
Print Version Refer Approve / Deny More Information needed

2. Click the search icon to search for an evaluator or you can enter the pernr of the person you are referring the suggestion to.



Evaluator: 00000000

3. Enter the last name and/or first name of the evaluator and click 'Start Search'.



Role Owner: General Value List

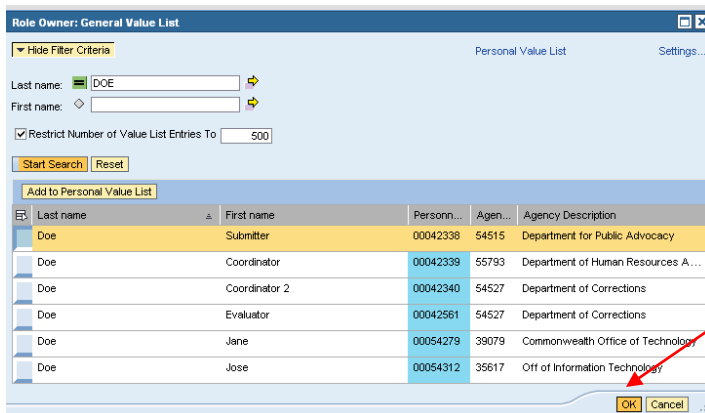
Hide Filter Criteria Personal Value List Settings...

Last name: First name:

☒ Restrict Number of Value List Entries To 500

Start Search Reset

4. Choose the evaluator by clicking the button next to their name in the list and click 'OK'.



Role Owner: General Value List

Hide Filter Criteria Personal Value List Settings...

Last name: DOE First name:

☒ Restrict Number of Value List Entries To 500

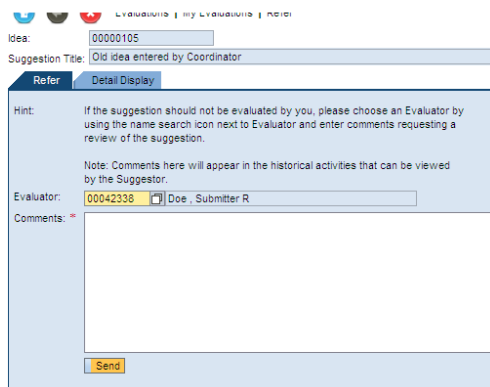
Start Search Reset

Add to Personal Value List

Last name	First name	Personn...	Agen...	Agency Description
Doe	Submitter	00042338	54515	Department for Public Advocacy
Doe	Coordinator	00042339	55793	Department of Human Resources A...
Doe	Coordinator 2	00042340	54527	Department of Corrections
Doe	Evaluator	00042561	54527	Department of Corrections
Doe	Jane	00054279	39079	Commonwealth Office of Technology
Doe	Jose	00054312	35617	Off of Information Technology

OK Cancel

5. Enter a Comment then click 'Send'.



Evaluations | My Evaluations

Idea: 00000105

Suggestion Title: Old idea entered by Coordinator

Refer Detail Display

Hint: If the suggestion should not be evaluated by you, please choose an Evaluator by using the name search icon next to Evaluator and enter comments requesting a review of the suggestion.

Note: Comments here will appear in the historical activities that can be viewed by the Suggestor.

Evaluator: 00042338 Doe, Submitter R

Comments:

Send

Approve a Suggestion

1. Once you've opened an Idea, Choose the 'Approve/Deny' button.

The screenshot shows the top navigation bar with 'Evaluations | My Evaluations'. Below it, the 'Idea' field contains '00000105' and the 'Suggestion Title' is 'Old idea entered by Coordinator'. At the bottom, there are four buttons: 'Print Version', 'Refer', 'Approve / Deny', and 'More Information needed'. A red arrow points to the 'Approve / Deny' button.

2. Choose the 'Yes' checkbox.

The screenshot shows the 'Approve / Deny' form. The 'Subject' is 'Accounting - Billing'. The 'Do You Recommend Implementation?' section has two radio buttons: 'No' and 'Yes'. The 'Yes' radio button is selected. Below this is a 'Comments' text area. At the bottom, there are buttons for 'Back', 'Check', and 'Save as Draft'. A red arrow points to the 'Yes' radio button.

3. Enter an Implementation Date or choose one from the calendar icon.
4. Check the change type check box.
5. Choose all that pertain from the 'Evaluation Checklist'

The screenshot shows the 'Approve / Deny' form with the 'Implementation Date' and 'Evaluation Checklist' sections. The 'Implementation Date' is set to '06/2012'. The 'Evaluation Checklist' has several items checked: 'Improves Office Methods', 'Improves Public Relations', 'Improves Efficiency', 'Saves Time, Money, and Material', and 'Increases State Revenues'. A red arrow points to the 'Implementation Date' field.

6. Choose 'Non-Tangible' award which will default to \$100.00 or choose 'Calculated' which is based on the cost and savings for the award.

This screenshot shows a web form for selecting an award. At the top, there are two radio buttons: 'Non-Tangible' (selected) and 'Calculated'. Below these is a text input field for 'Award' with the value '100.00'. To the right, there are four checkboxes: 'Improves Efficiency' (checked), 'Saves Time, Money, and Material' (unchecked), 'Improves Client Conditions' (unchecked), and 'Increases State Revenues' (checked). Below these is a large text area for 'Comments'. At the bottom, there is an 'Attachments' section with a table header: 'Attachment Title', 'File', 'Key', and 'File Size'. There are 'Browse...' and 'Upload' buttons.

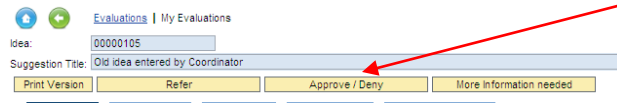
7. Enter a 'Comment'.
8. Click the 'Check' button to review.
9. Review your entries and attach any attachments.

This screenshot shows a web form for reviewing an award suggestion. At the top, there is a progress bar with three steps: '1 Create Evaluation', '2 Check' (highlighted), and '3 Confirmation'. Below the progress bar, there is a section for 'Do You Recommend Implementation?' with 'Yes' selected. The form is divided into two columns. The left column contains 'Implementation Date' (06/14/2012), 'Requires Regulatory Change' (checked), 'Requires Statutory Change' (unchecked), 'Agency Will Recommend Change Check' (unchecked), 'Calculated or Non-Tangible Use?' (Non-Tangible selected), and 'Award' (100.00). The right column contains a 'Responsibility' section with checkboxes: 'Improves Office Methods' (checked), 'Improves Safety' (unchecked), 'Improves Public Relations' (checked), 'Improves Morale' (unchecked), 'Improves Efficiency' (checked), 'Saves Time, Money, and Material' (unchecked), 'Improves Client Conditions' (unchecked), and 'Increases State Revenues' (checked). Below these is a 'Comments' section with the text 'I approve this award'. At the bottom, there is an 'Attachments' section with a table header: 'Attachment Title', 'Key', and 'File Size'. The table contains one row with the text 'No files attached yet'. At the very bottom, there are buttons for 'Back', 'Next', 'Save as Draft', and 'Send'.

10. Click 'Send' to send the suggestion back to the Coordinator.

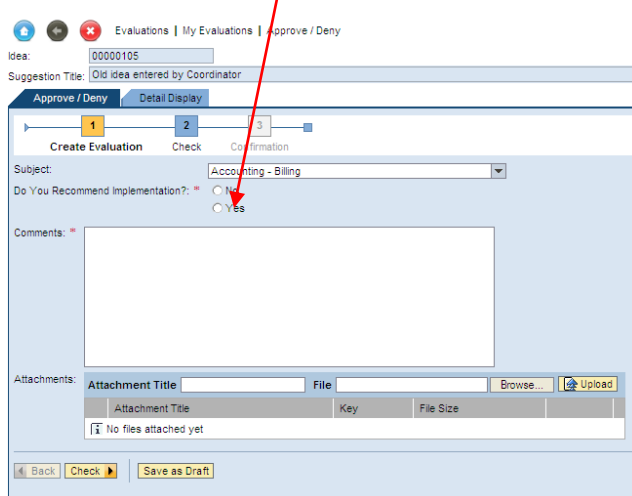
Deny a Suggestion

1. Once you've opened an Idea, Choose the 'Approve/Deny' button.



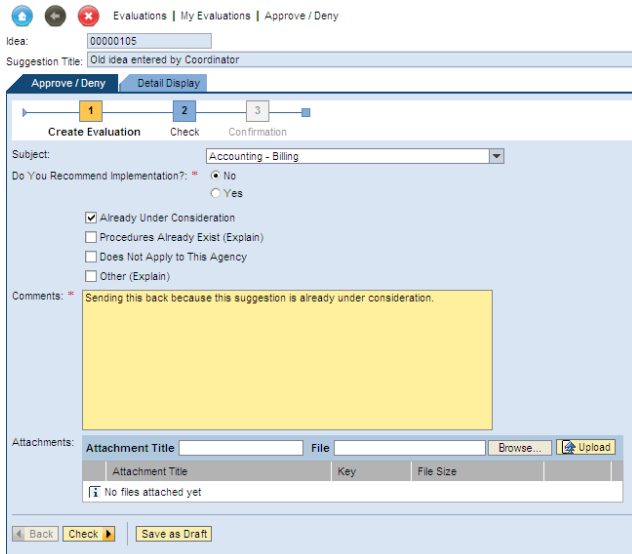
The screenshot shows the top navigation bar with 'Evaluations | My Evaluations'. Below it, the 'Idea' field contains '00000105' and the 'Suggestion Title' is 'Old idea entered by Coordinator'. At the bottom of this section, there are four buttons: 'Print Version', 'Refer', 'Approve / Deny', and 'More information needed'. A red arrow points to the 'Approve / Deny' button.

2. Choose the 'No' checkbox.



The screenshot shows the 'Approve / Deny' form. The 'Subject' is 'Accounting - Billing'. The 'Do You Recommend Implementation?' section has two radio buttons: 'No' (selected) and 'Yes'. Below this is a large text area for 'Comments'. At the bottom, there is an 'Attachments' section with a table for 'Attachment Title', 'File', 'Key', and 'File Size'. A red arrow points to the 'No' radio button.

3. Choose all reasons that pertain and enter a Comment and any attachments.
4. Click the 'Check' button to review.

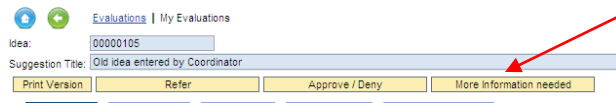


The screenshot shows the 'Approve / Deny' form. The 'Subject' is 'Accounting - Billing'. The 'Do You Recommend Implementation?' section has two radio buttons: 'No' (selected) and 'Yes'. Below this, there are four checkboxes: 'Already Under Consideration' (checked), 'Procedures Already Exist (Explain)', 'Does Not Apply to This Agency', and 'Other (Explain)'. The 'Comments' section contains the text 'Sending this back because this suggestion is already under consideration.' At the bottom, there is an 'Attachments' section with a table for 'Attachment Title', 'File', 'Key', and 'File Size'. A red arrow points to the 'Check' button.

5. Once you've reviewed, click the 'Send' button.

More information Needed

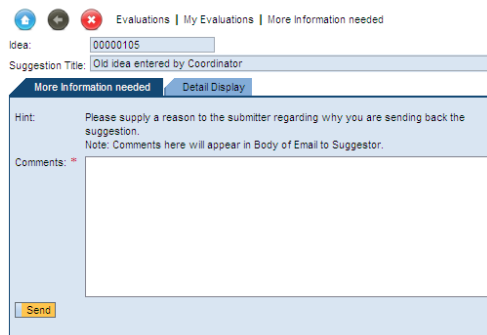
1. Once you've opened an Idea, Choose the 'More Information Needed' button.



The screenshot shows the 'Evaluations' page with the following elements:

- Navigation: Home, My Evaluations
- Idea: 00000105
- Suggestion Title: Old idea entered by Coordinator
- Buttons: Print Version, Refer, Approve / Deny, More Information needed (highlighted with a red arrow)

2. Enter a 'Comment' that will inform the submitter what additional information you are looking for.



The screenshot shows the 'More Information needed' form with the following elements:

- Navigation: Home, My Evaluations, More Information needed
- Idea: 00000105
- Suggestion Title: Old idea entered by Coordinator
- Tabs: More Information needed (active), Detail Display
- Hint: Please supply a reason to the submitter regarding why you are sending back the suggestion. Note: Comments here will appear in Body of Email to Suggestor.
- Comments: A large text area for entering a comment.
- Send: A button to submit the comment.